



Town of Leesburg

Department of Public Works & Capital Projects

A Resident's Guide to Services



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Contact Us

**25 West Market Street
Leesburg, Virginia 20176**

Email: publicworks@leesburgva.gov

Tel. 703-771-2790

Fax. 703-737-7065

Virginia Relay Service: 711

2016 Edition

Refuse & Recycling Collection Services

Trash Collection

Trash is collected twice weekly, on the following schedule:

- SE/SW Quadrants: Mondays & Thursdays
- NE/NW Quadrants: Tuesdays & Fridays

Items **MUST** be placed at the curb **after 4PM the day before pickup and before 4AM the day of collection**. Trash should be placed in trash cans with handles and lids. Do not use cardboard boxes. **No landscape or construction debris will be collected.** Please note - on days when both trash and recycling are collected, **be sure to keep trash and recycling separate and easily identifiable** for the collection crews! Recycling not clearly prepared may be mistaken for trash. Cans without a "Yard Waste" or "Recycling" sticker may be mistakenly collected as trash!



Recycling

Recycling is collected once a week on the following schedule:

- SE/SW Quadrants: Thursdays
- NE/NW Quadrants: Fridays

Place co-mingled recyclables at the curb for pickup **after 4PM the day before pickup and before 4AM the day of collection**.

The Town will provide two blue plastic recycling bins to each household receiving curbside service. Replacement bins are available free of charge from the receptionist at Town Hall (25 W Market St, 8:30am to 5pm, Monday-Friday). If you wish to



use your own container, the Town will provide blue "RECYCLING" stickers to avoid confusion with trash containers (call 703-771-2790, email trash@leesburgva.gov or stop by Town Hall).

Yard Waste

October through April, yard waste is collected once a week, on your recycling collection day. May through September, yard waste is collected twice a week, on both trash collection days. Yard waste (grass clippings, weeds, leaves, prunings and small twigs) should be placed in biodegradable paper lawn bags or loose in trash cans. Trash cans used for yard waste must have "YARD WASTE" stickers on them in order to be collected (request stickers via phone 703-771-2790, e-mail trash@leesburgva.gov or stop by Town Hall).

Do not use plastic lawn and leaf bags or cardboard boxes. Do not mix with household trash or recyclables. No sod, rocks or dirt will be collected. Grass containing large amounts of dirt must be taken to the land-fill; fees may apply. Yard waste should not include large branches or limbs - please see **Brush Collection** on page 4 of this brochure.



Recycling Do's and Don'ts

Paper: Newspapers, Magazines, Catalogs, Phonebooks, Junk Mail & Office Paper

Do: Tie in bundles or put in paper grocery bags to prevent the wind from blowing them out of the recycling bin.

Don't: No hardcover books. Do not include paper cups/napkins.



Aluminum & Steel Cans

Do: Cans may be crushed.

Don't: No aluminum foil or spray (aerosol) cans.



Cardboard

Do: Include paperboard, cereal boxes, shoeboxes and paper towel rollers. Large items must be broken down.

Don't: No packing material in boxes or wax-lined boxes.



Please note that cardboard will not be collected on trash-only collection days.

Glass Bottles & Jars

Do: Include green, brown & clear glass. Labels may be left on.

Don't: No broken glass, light bulbs, window glass, mirrors or drinking glasses.



Plastics

Do: Rinse out. Caps may be left on. All plastics with No. 1 through No. 7 recycling symbols are recyclable, including Styrofoam. Crush to conserve space.

Don't: No chemical containers, toys, flower pots, plastic wrap or bags.



CSI, the Town's refuse and recycling contractor, uses **different trucks** for the pickup of trash, recycling and yard waste on collection days. Trucks may collect at different times during the day, so it is very important that your items are at the curb by **4am** on collection days.

Stay Informed!

Sign up to receive automatic email notifications of changes to trash, recycling and yard waste collection schedules at www.leesburgva.gov/PWNews.

Holiday Collection Schedules

The Town of Leesburg does not provide trash or recycling pickup on the following four (4) holidays:

- New Year's Day
- Fourth of July
- Thanksgiving Day
- Christmas Day



Trash is collected as usual on all other holidays unless announced otherwise, even if Town offices are closed on that date.

Bulk Item Pickup

The Town of Leesburg collects large items - such as furniture or household appliances— that cannot be collected with regular trash once per week, at no cost to residents receiving curbside trash collection. Bulk item collections are made on the following schedule:

- SE/SW Quadrants: Thursdays
- NE/NW Quadrants: Fridays

Pickups are by request only and must be scheduled in advance! E-mail trash@leesburgva.gov or phone 703-771-2790 to request a pickup. Requests must be received before 12:00PM Wednesday for same week collection. Late requests will be scheduled for the following week.

Refrigerators, Freezers and Air Conditioners

If an appliance contains or has contained Freon or other refrigerant, the Freon or refrigerant must be removed by a certified technician who will place a sticker on the item stating that it is Freon/refrigerant-free. Even if the unit no longer functions, this sticker must be on the appliance for collection. This requirement is an EPA rule that applies to **all** air-conditioning units, freezers and refrigerators, and cannot be waived. NO EXCEPTIONS.

The following items **cannot** be collected as bulk items:

- Tires (on or off rims), automotive parts
- Drywall, tile, stone or masonry products (including concrete)
- Roofing tar or shingles
- Chemicals, medical waste or other hazardous waste materials
- Tree stumps, root balls, yard waste and branches
- Construction or landscaping debris generated by a contractor

When placing bulk items at the curb for collection, please be sure to keep all other items separate! Kids' toys, bikes, lawn furniture, etc., may be mistaken as bulk items if left near items scheduled for pickup. Once crews put items in the truck, it is difficult, if not impossible, to retrieve them!!

Questions or Concerns?

CSI: 703-444-3181
Town Public Works: 703-771-2790
E-mail: trash@leesburgva.gov
Virginia Relay Service: 711

Recycling Drop-off Center

Recycle newspapers, cardboard, mail, office paper, phone books, magazines, glass bottles and jars, cans, and plastic bottles and jugs any time at the Town's drop-off center in the Shenandoah Square Shopping Center (WalMart) parking lot off Edwards Ferry Road NE, just inside the Route 15 Bypass.



Household Hazardous Waste Disposal

Household hazardous waste is defined as items containing ingredients that could be harmful to humans, pets or the environment, such as cleaning products, oil-based paint, and garden chemicals. Many of these products have warning labels indicating the product is hazardous and requires special disposal. These items should not be disposed of with regular household trash or recyclables. The Town of Leesburg does not collect hazardous household waste items; however, Loudoun County offers special collection events several times each year. Visit their website at www.loudoun.gov/HHW for more information.

Fluorescent Light Bulb Disposal



Fluorescent light bulbs contain small amount of mercury and should not be disposed of with regular trash. Instead, these items may be taken to one of Loudoun County's Household Hazardous Waste collection events held throughout the year (see above) or to the Home Depot Customer Service Counter in Leesburg.

Latex Paint

CSI will not collect ANY liquid latex paint. To solidify latex paint, add an absorbent material such as kitty litter or sawdust. A commercial waste paint hardener is also available. Once the paint has fully dried, leave the cans at the curb with the lids off so that collection crews can verify the paint is completely solidified. **Oil-based paints and stains are considered Household Hazardous Waste (see above for disposal information).**

Loudoun County Landfill

The Loudoun County Landfill, located at 21101 Evergreen Mill Road, accepts used motor oil, antifreeze, and automotive batteries for recycling at no charge. The landfill accepts tires, scrap metal, appliances, rubble and yard waste as well, but fees apply. The landfill is open Monday-Saturday from 8AM-4PM. For more information, visit www.loudoun.gov/landfill or call 703-771-5500.

Document Shredding Events

The Town hosts two free document shredding events each year—one in the spring and one in the fall. Residents may bring up to 3 boxes of papers to be shredded on-site at no cost. Please visit www.leesburgva.gov/publicworks for more information and details of future events.

Street Maintenance Division Services

Brush Collection

The Town of Leesburg provides collection of brush free of charge to Town residents who receive curbside trash and recycling collection. Brush is defined as limbs or cuttings from trees removed during normal maintenance by property owners.

No call is required for collection and pickups cannot be scheduled.



Brush should be stacked loose at the curb by Monday night and will be collected during the week, weather permitting.

The following restrictions apply:

- No branches or limbs larger than 6 inches in diameter or 8 feet in length
- No small twigs or clippings - material must be long enough to feed into the chipper's hopper safely
- No shrubs or trees with root balls attached or tree stumps
- No fencing material, decking material or pressure treated lumber
- No fire wood
- No leaves, garden waste or vines

Please Note: The Town does not collect debris from hired landscaping services. If you hire a landscaper or other contractor to provide services, you must make arrangements with them for the removal of any debris or take the yard waste to the landfill privately. Please contact the Loudoun County Landfill for information on hours and fees at 703-771-5500.

Fall Bulk Leaf Collection

The Street Maintenance Division provides fall bulk leaf pickup to Town residents who receive regular curbside trash and recycling collection. Bulk leaf collection generally begins in mid-October and runs through the end of the year. Visit the website for 2016 dates.

During collection season, rake your leaves to no more than four feet from the edge of the curb by Monday morning.

Please do not place leaves in front of or into storm drains. On streets without curb and gutter, residents should place leaves as close as possible to the property line.

There will be at least one crew working in each quadrant through the week. Collection route can vary based on equipment availability and volume of leaves, so your collection may not occur on the same day each week. At the peak of the season, you may not receive leaf collection every week.

Inclement weather (heavy rains or snow) or a heavy fall of leaves may extend the collection period.

Streets & Sidewalks

The Street Maintenance Division is responsible for repairing potholes on Town streets, removal of dead animals, maintaining the brick and concrete sidewalks within Town, and maintenance and replacement of Town street signs.



If you find areas in need of repair or maintenance, please contact the Street Maintenance Division at 703-737-7073 or e-mail streets@leesburgva.gov to request assistance.

Public Nuisances

The Street Maintenance Division receives and acts on complaints of tall grass, excessive weeds, and accumulations of trash and debris on Town-owned property.

In addition, the Division assists residents in dealing with private properties that are in violation of the Town Code. Per the Town Code, property owners must ensure that grass and weeds do not exceed a height of 12 inches and the property is mowed a minimum of two (2) times per year. They must maintain their property in a safe and sanitary manner, not allowing stagnant water or other unsanitary conditions to exist. If you notice a property that appears to be in violation of the Town Code, please contact the Street Maintenance Division at 703-737-7073.

Please note that Town personnel cannot immediately enter private property to remove trash and debris or cut the grass. Staff must first notify the property owners and allow them time to respond before taking action to correct the violation. Private property owners are billed for the cost of any actions taken by Town staff.

Snow Removal

The Street Maintenance Division provides snow removal services on Town-maintained streets. Communities with private streets and private parking courts are responsible for snow removal in those areas, as well as on HOA common areas. Residents can help to make snow removal more efficient by moving vehicles, trash and recycling containers, and other items off the street before forecast snow events to allow easier access for the snow plows.

The Town does not remove snow from sidewalks adjacent to private property. It is the responsibility of the property owners to clear sidewalks within 24 hours of the end of a snow or ice event.

